

## STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION <b>Senior Personnel Specialist</b>		WORKING TITLE <b>IDL Specialist</b>	
UNIT/DISTRICT/LOCATION <b>HRD - Health &amp; Safety Section</b>		POSITION NUMBER <b>290-331-1317-XXX</b>	
SEERA DESIGNATION <b>R</b>	BARGAINING UNIT <b>01</b>	WORK WEEK GROUP <b>2</b>	CERTIFICATES REQUIRED <b>None</b>
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED <b>N/A</b>	

### Job Requirements

#### Knowledge of:

- Modern office methods and procedures, supplies and equipment such as personal computers, printers and calculators.
- Laws, rules, regulations and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll.
- Civil service transactions and payroll processing and procedures.
- The roles and responsibilities of the Workers' Compensation Temporary Disability/Industrial Disability Leave (WCTD/IDL) programs and the State Controller's Office with regards to personnel transactions.
- Departmental administrative policies and procedures.
- Personal computer software such as Excel, Access, Microsoft Word and Microsoft Outlook.

#### Ability to:

- Establish and maintain cooperative-working relations with those contacted during the course of the work.
- Demonstrate a positive attitude and a commitment to provide customers with accurate, timely and consistent and complete assistance in all areas of responsibility.
- Apply laws, rules, regulations and bargaining contract provisions concerning personnel transactions.
- Independently interpret and use reference material to analyze data and draw logical conclusions.
- Give and follow oral and written directions.
- Maintain confidentiality of information and records
- Manage multiple and/or changing priorities in a heavy work load situation, follow through, and ensure deadlines are met
- Advise employees of their rights and supervisors of alternative actions that they may take regarding various transaction situations.
- Communicate effectively both orally and in writing and interact professionally with all levels of management, staff and the public.
- Use tact and good judgment in dealing with others.
- Analyze work processes, evaluate suggestions, develop, and recommend effective courses of action.
- Gather data, design and prepare complete and concise tables, charts and reports.
- Effectively deal with sensitive and difficult situations.
- Work under pressure, work independently, meet stringent deadlines, and adjust to changing priorities.
- Effectively represent the BOE on intra/interdepartmental teams.
- Effectively operate a computer.
- Work in a high rise building.

#### Desirable Qualifications:

- A demonstrated interest in assuming increasing responsibility.

**290-331-1317-XXX**  
**Statement of Position**

Under the general supervision of the Staff Services Manager I, in a central personnel agency setting, the Senior Personnel Specialist (Sr. PS) serves as the expert staff resource for the Health & Safety Section's Industrial Disability Leave (IDL) and Temporary Disability (TD) case management and is responsible for assisting the Return to Work Coordinators with claim(s) processing and the verification of eligibility for the Family Medical Leave Act (FMLA). Incumbent must be able to perform the essential job functions (\*) with or without reasonable accommodations.

PERCENTAGE OF DUTIES  
TIME SPENT

**Essential Job Functions:**

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|-----|---|
| 90% | Acts a liaison between the injured employee, BOE management, State Compensation Insurance Fund (SCIF) and control agencies in resolving IDL and TD issues. Applies and interprets Government Code provisions, collective bargaining agreements, and directives/information received from various control agencies (i.e. State Personnel Board, Department of Personnel Administration, State Controller's Office, and the Public Employees Retirement System), laws, rules, regulations, and policy memoranda, BOE policies and procedures and bargaining unit agreements. Complete and prepare benefit documents, update employment history on PAR documents and payroll history to reflect approved IDL/TD claims from SCIF. Enter and update data on the BOE's automated tracking system (Excel charts and/or the Comp Watch/SCIF On-Line systems). Enter and update data on the SCO's LAS system. Prepare documentation for salary advances, accounts receivable, restoration and reduction of leave credits as appropriate, releasing and clearing all pay, certifying attendance for regular pay and IDL/TD. Assists the Return to Work Coordinator with verifying FMLA eligibility by researching and calculating physical hours worked. Investigate and independently resolve problems or issues, and elevates them to management when necessary. |
| 5%  | Research issues related to aged claims and process Board of Control Claims as needed. Review and process injury reports within mandated reporting requirements. Obtain and submit additional information to SCIF as necessary or requested to determine departmental liability. Establish and maintain employee workers' compensation files to document claim status  |
| 5%  | Maintain technical, confidential and administrative files and manuals. Update and maintain a variety of policy and procedural manuals. Perform special projects. Prepare a variety of correspondence to departmental and control agencies staff relating to personnel transactions, employee benefits, and payroll issues. Acts as back up to other staff. Attends training and staff meetings. Performs other job-related duties as necessary.   |

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*I have read this duty statement and fully understand my assigned duties.*

EMPLOYEE'S SIGNATURE

DATE

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*I have reviewed these duties with the above named employee.*

SUPERVISOR'S SIGNATURE

DATE

